

Burlington Parks & Recreation Advisory Board

Monday, November 7, 2016 at 5:30PM
@ Burlington Parks and Recreation Center
900 E. Fairhaven Avenue
(Use South Entrance off Washington Avenue)

Agenda:

CALL TO ORDER

Keith Chaplin

APPROVAL OF MINUTES

Keith Chaplin

OPEN COMMENT

Keith Chaplin

OLD BUSINESS

1. Updates:

Pea Patch Sign

Christi Kinney

Parks & Recreation Director Recruitment

Bryan Harrison

2. Discussion – Board Functions, City Parks Ordinance 2.72

Keith Chaplin

NEW BUSINESS

3. Parks & Cemetery Quarterly Report

Craig Bloodgood

4. 2017 Board Member Recruitment

Keith Chaplin

Next Meeting: Monday, 12/05/16

Enclosures:

10/03/16 Meeting Minutes

Copy of City Parks Ordinance 2.72

Updates for November 7, 2016 Meeting

OLD BUSINESS

1. **Updates:**

New Pea Patch Sign. Christi has info to share regarding materials and design.

Parks & Recreation Director Recruitment. Bryan will update the board on the current status of recruitment and its projected timeline.

2. **Discussion: City Parks Ordinance 2.72.** Continuing discussion regarding potential changes to the current City Parks ordinance and the board functions outlined within it. Links to neighboring cities' ordinances were emailed to board members in September for reference. Hardcopy of Burlington's ordinance has been enclosed in the agenda packet.

NEW BUSINESS

3. **Parks & Cemetery Quarterly Report.** Craig will offer a summary of the events that have kept his crew busy during 2016's third quarter.

4. **2017 Board Member Recruitment.** The terms for Ronda and Bill expire at the end of this year. Bill is finishing the final year of Helen Doyle's vacated position; Ronda is completing her second term. Both are eligible for beginning another three-year term if they wish. Steve Stafford has resigned his position from the board leaving the Business Representative position vacant.

Board Member:	Term:	Term Expiration:	Board Position:
JEFFERY OTTESEN	1st	12/31/2018	AT-LARGE
KEITH CHAPLIN	1st	12/31/2018	CITIZEN REP
STEVE STAFFORD	1st	12/31/2017	BUSINESS REP
JIM IVERSEN	1st	12/31/2017	SENIOR CITIZEN REP
RONDA DEGLORIA	2nd	12/31/2016	CITIZEN REP
WILLIAM BLACK	1st	12/31/2016	CITIZEN REP
RACHEL KING		05/31/2016	STUDENT REP
VACANT		Ex-Officio	DEPARTMENT DIRECTOR

CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Monday, October 3, 2016 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Ronda DeGloria, Rachel King and Jeff Ottesen. **City Council Members:** Tonya Bieche, Chris Loving, Ted Montgomery. **City Staff:** Craig Bloodgood, Bryan Harrison, Shelley Johnstone.

Guests: Mayor Steve Sexton, City Councilors Rick DeGloria and Edie Edmundson; Geoff Hawes, IT Manager; Jim Rabenstein, Parks Crew; Bob Droll, Landscape Architect

-Public Forum/Neighborhood Meeting with focus on concept plan for Maiben Park's renovation.

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 6:04PM.

MINUTES: Ronda DeGloria motions to accept the minutes of the 09/06/2016 board meeting as presented; Rachel King seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

NEW BUSINESS

Maiben Park Renovation – Concept Plan Update. The October board meeting hosts a public forum to share information regarding ambitions for improvements at Maiben Park and to discuss the latest updates to the project's concept plan from Landscape Architect, Bob Droll. The meeting is the third neighborhood gathering; the first taking place 10/28/2015. Bob presents a current version of the concept plan which incorporates suggestions made from the previous two neighborhood gatherings. He explains the predominant intent with the renovation plan is to create spaces for recreational opportunities that would serve multiple generations. The updated concept plan features several key components: (1) a restroom building which provides a central hub for the park that includes covered canopy areas, picnic tables and 4 uni-gender single stall washrooms; (2) separate age appropriate play areas delineated by hardscapes designed for kids ages 2-5 years and 5-12 years, and an area for adult fitness stations; (3) a new waterpark splash pad to complement B-E Kiwanis' existing waterpark; (4) expanded parking area; (5) enlargement of the existing tennis court to regulation size with stripings for 4 pickle ball courts; (6) reconditioning the "old Camp Fire lodge" at 219 S. Skagit Street for potential meeting space; (7) refurbishment of the open field area with an addition of a small covered picnic canopy in the park's northeast corner. Bob recommends creating a 2'-3' lawn berm on the north side of the park between Washington Avenue and the new play areas using the diggings from those areas or from the open field refurbishment. He says it would be an efficient use for the excavated materials that the city would otherwise pay to haul away and it would have the side benefit of creating an obstacle between the kids' play areas and the street. Development of a bike "pump" track in the cedar forest on the southeast corner of the park will also be a new feature. This concept plan incorporates the new elements around the existing Maiben Park shelter, basketball courts and cedar forest.

Options for the play areas and the hardscape surrounding it are the focus for a fair portion of the meeting. The two primary points being discussed are alternatives for the hardscape separating the age specific play areas and options for fencing or some type of barrier to limit the range of free travel toddlers have beyond

their play area. Bob offers several ideas for both points and takes the time to explain each. An informal vote reflects that (1) a low, raised radius seat wall with two or three openings is the preference for the toddler play area barrier versus fencing or no barrier at all and (2) preferences are mixed for the hardscape separating the play areas. Bob will develop a cost estimate for leaving it as illustrated with a continuous hard surface and also for substituting functional art/play pieces in its place.

Bob explains that the focus at the current time is to develop a well prepared concept plan which allocates appropriate space for the features important to residents. Refining selection of materials and components will come at a later time. He hopes to leave tonight's meeting with a consensus for prioritizing the phases of construction. He can develop price estimates based on those phases. After a period of discussion amongst the board and its guests, the suggested phasing priorities are determined to be:

Phase 1: New restroom building, infrastructure, expanded parking;

Phase 2: "Old Camp Fire Building" since there is an immediate need for meeting space and it also serves as a revenue source;

Phase 3: Play areas, lawn berms;

Phase 4: Open field refurbishment, small picnic shelter;

Phase 5: Splash pad, tennis court improvements.

City Manager, Bryan Harrison explains that the next eventual step will be to share the Parks and Recreation Advisory Board's recommendations for the concept plan and the price estimates for its construction phases with city council. Council will ultimately determine funding priorities & eligibility.

When asked by an audience member for an update on the security cameras, Geoff Hawes, the City's IT Manager offers a progress report on the surveillance project. He says there have been 8 cameras set up in the park, each of which contains 4 lenses. The intent was to install a system that would cover extended distances while not compromising clarity of the picture. He says it has been challenging to find the right combination of lenses and viewing angles to best accomplish that goal. He is still tweaking the coverage with the goal of achieving zero blind spots. While nearly every portion of Maiben Park is under surveillance now, the cedar forest canopy limits the line of sight within the forest. The area directly behind the restroom building is a problematic as well. Since cutting down any of the cedar trees is unwanted, Geoff feels that mounting another camera on the restroom building to cover the park's blind spots on the southeast corner is warranted. The surveillance system is operational and records 24 hours a day; recordings are kept for 30 days. The camera feeds are monitored in both the Police Department and the Parks & Recreation Department. Geoff reports that Maiben Park is also now one of the free WiFi epicenters within the City.

Improvement Plans for Parks & Recreation Building. In Christi Kinney's absence, Shelley Johnstone reports that the City's Public Works Director, Marv Pulst joined department staff not long ago for an informal walk through of the building which was built in 1978. Marv then developed a list of his findings for the building's inadequacies and his recommendations for necessary improvements. He presented his findings to city council on September 8. Council agrees, the building has great potential, but is in need of refurbishment if it is to see expanded use. Council has asked Marv to pursue obtaining cost estimates for improvements.

OLD BUSINESS

New Pea Patch Sign. Rachel King has spoken with Welding Shop teacher at BEHS, Mr. Brian Raupp about gaining his class' assistance in making a new sign for the community gardens at Skagit River Park. Mr. Raupp has said they are willing and able to create the sign, but would like to know more about the potential costs his class might incur. Since Christi Kinney is not in attendance, Shelley Johnstone will ask her to contact Rachel before the next meeting to share what she has learned about donated materials.

Parks and Recreation Director Position. Bryan Harrison reports that Brittany Johnson with the city's Human Resources department is working on updating the current job description based on comments from the Parks and Recreation Advisory Board and department staff. The plan is to announce the job opening later in October and to leave recruitment open for about a month. He describes a process in which the top candidates are selected after applications are examined by staff along with select community and advisory board members. The candidate finalists would next be invited to a public meeting or reception for further appraisal. The final phase of assessment would be for the finalists to meet with interview panelists. A recommendation would then be made to the mayor who would make the final decision. Ultimately, the goal is to have the new hire in place at the start of 2017.

ADJOURNMENT: Ronda DeGloria motions to adjourn the board meeting; Rachel King seconds the motion. All are in favor; meeting is concluded at 7:35PM.

NEXT MEETING: Monday, November 7, 2016 at 5:30PM Meeting location is in the Parks and Recreation Center located at 900 E. Fairhaven Avenue. (Be sure to use the SOUTH ENTRANCE as all other entrances will be locked once the business office closes at 4:30PM.)

This page left intentionally blank.

Chapter 2.72 CITY PARK

Sections:

[2.72.010](#) Area designated.

[2.72.020](#) Name.

[2.72.030](#) Park and recreation advisory board – Created.

[2.72.031](#) Park and recreation advisory board – Terms – Vacancies – Removal.

[2.72.032](#) Park and recreation advisory board – Functions, powers and duties.

[2.72.033](#) Park and recreation advisory board – Officers – Quorum.

[2.72.034](#) Park and recreation advisory board – Meetings.

[2.72.035](#) Park and recreation advisory board – Cooperation with individual citizens, groups and organizations.

[2.72.036](#) Park and recreation advisory board – Annual reports of progress.

[2.72.040](#) Unlawful acts.

[2.72.050](#) Violation – Penalty.

2.72.010 Area designated.

Blocks 49, 50, 63 and 64 of the amended plat of the city, as recorded in the office of the Skagit County auditor in Volume 3 of Plats on Page 17, are designated as a city park. (Ord. 375 § 1, 1939).

2.72.020 Name.

The name of the park is “Maiben Park.” (Ord. 375 § 2, 1939).

2.72.030 Park and recreation advisory board – Created.

A. There is created and established a park and recreation advisory board, consisting of seven members who shall be appointed by the mayor and confirmed by the city council.

B. Membership. The selection of the park and recreation advisory board members shall be made from individuals who have an interest in parks and recreation as evidenced by training, experience or actions. A minimum of four members shall be residents of the city of Burlington, two nonresidents shall either be employed within the city of Burlington or live within the city of Burlington service area, and one member shall be a high school student living within the Burlington-Edison School District. The membership shall include at least one senior citizen representative, one representative of a business within the city limits regardless of where the representative resides, one representative who lives outside the city of Burlington but within the city’s service area, and one youth representative who shall be a student from Burlington-Edison High School.

C. The mayor shall appoint one to three members of the city council to act as liaisons to the board in accordance with city council bylaws. These members shall be ex-officio nonvoting members of the board. The city parks and recreation director shall be responsible for providing adequate and appropriate staff support to the board. No member shall receive any compensation for services performed. (Ord. 1468 § 1, 2001; Ord. 1444 § 1, 2000; Ord. 1272 § 1, 1994; Ord. 375 § 5, 1939).

2.72.031 Park and recreation advisory board – Terms – Vacancies – Removal.

A. Terms of Members. The appointment of the members, by the mayor, shall be for the following terms: appointees shall serve three-year terms (except the youth representative who shall serve a one-year term). The appointments of succeeding youth representatives shall be made in May of each year. Term limits will not exceed three consecutive terms.

B. Vacancies. The mayor shall, each year, appoint members to fill the vacancies caused by expiring terms. The mayor shall appoint members each year from a list to be presented to him by the board and shall also have

authority to fill vacancies created by death or resignation in the board by appointing a member to fill the place consistent with the procedures of BMC [2.72.030](#).

C. Removal. Members of the board may be removed by the mayor, with concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. The decision of the city council shall be final and there shall be no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignations. (Ord. 1537 § 1, 2004; Ord. 1272 § 2, 1994).

2.72.032 Park and recreation advisory board – Functions, powers and duties.

The park and recreation advisory board shall be a board functioning in an advisory capacity to the mayor, city council, department of parks and recreation and other city departments in respect to the following parks and recreation matters:

- A. The acquisition of park and recreation facilities;
- B. Development, design and operation of park and recreation programming and facilities;
- C. Facility use fees and procedures;
- D. Park, playfield and facility design;
- E. Capital improvement planning;
- F. Concession;
- G. Contracts, interlocal agreements and lease agreements regarding park and recreational activities;
- H. A recommended annual budget for the acquisition, development and operation of park and recreational facilities and programs; and
- I. All matters as from time to time may be referred to the board by city council, the city administrator or administrative staff. (Ord. 1272 § 3, 1994).

2.72.033 Park and recreation advisory board – Officers – Quorum.

Immediately after their appointment, members of the board shall meet and organize by electing from the members a chairman, vice chairman and such other officers as may be necessary. It shall be the duty of the chairman to preside at all meetings of the board. At the first meeting of the park and recreation advisory board following January 1st of each year the board shall elect a chairman and vice chairman from its members. The park and recreation director, or his/her designee, shall serve as the board's secretary. The park and recreation director shall prepare and record all proceedings of the board which shall be public record. A majority of the membership of the park and recreation advisory board shall constitute a quorum for transaction of business and a majority vote of those present shall be necessary to carry any recommended action. If a quorum is not reached, as many councilmembers as appointed by the mayor to the parks and recreation advisory board as it takes to reach a quorum may be substituted as temporary voting members of the board. The ranking in which councilmembers vote shall be determined at the time of appointment by the mayor. (Ord. 1552 § 1, 2004; Ord. 1272 § 4, 1994).

2.72.034 Park and recreation advisory board – Meetings.

The park and recreation advisory board shall meet on the first Monday of each month, at 5:30 p.m., at the Burlington Parks and Recreation Office, 900 East Fairhaven Ave., Burlington. Special meetings may be held as often as the board deems necessary. Notice of special meetings must be provided in accordance with the

Washington State Open Public Meetings Act. All meetings shall be open to the public. (Ord. 1737 § 8, 2011; Ord. 1445 § 1, 2000; Ord. 1272 § 5, 1994).

2.72.035 Park and recreation advisory board – Cooperation with individual citizens, groups and organizations.

The board will work with individual citizens, groups and organizations. At the discretion of the board, a study may be conducted by a task force composed of individual citizens and representatives of groups, schools or other organizations on an ad hoc basis to provide citizen views or special expertise relating to a specific topic or problem. (Ord. 1272 § 6, 1994).

2.72.036 Park and recreation advisory board – Annual reports of progress.

The park and recreation advisory board shall annually provide to the city council a report on progress made in carrying out the board's duties and responsibilities. Reports may be submitted when deemed appropriate by the board or when requested by the city council. (Ord. 1272 § 7, 1994).

2.72.040 Unlawful acts.

Within the limits of any of the city's parks it is unlawful for any person or persons:

- A. To carry or discharge firearms, firecrackers, rockets, torpedoes or any other fireworks, air gun or slingshot;
- B. To injure, deface, write upon or mark any monument, fence, bench or other structure, apparatus or property;
- C. To distribute any handbills or circulars, or to post, place or erect any bills, notice, paper or advertising device or matter of any kind;
- D. To camp or lodge therein;
- E. To sell or offer for sale any merchandise, article or thing whatsoever, without the written consent of the park board;
- F. To practice, carry on, conduct or solicit for any trade, occupation, business or profession without the written consent of the park board;
- G. To remain, stay or loiter in any public park between the hours of 1:00 a.m. and 5:00 a.m.;
- H. To leave or scatter about any boxes, empty or otherwise, wastepaper, remains of lunches, newspapers or rubbish of any kind, except that such material and matter may be deposited and left in receptacles provided for such purposes;
- I. To indulge in any indecent conduct. (Ord. 375 § 6, 1939).

2.72.050 Violation – Penalty.

Any person violating any of the provisions of this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished according to the provisions of chapter [1.24](#) BMC. (Ord. 375 § 7, 1939)